

OFFICE: DEFENSE NATIONAL STOCKPILE CENTER (DNSC)

MISSION:

Administers the implementation and execution of Strategic and Critical Materials (S&CM) policies as set forth by the Director, Defense Logistics Agency (DLA). Responsible for acquiring, upgrading, rotating, and disposing of stockpile materials as provided by the Annual Materials Plan (AMP). Conducts operations including storage, security, testing, contracting, quality studies, and maintenance and replacement of materials in the National Defense Stockpile (NDS). Directs the development of new or revised specifications and special instructions for existing and proposed S&CM to be stockpiled. Administers and implements policies and procedures for the DNSC environmental program. Administers the financial and property accounting systems including the NDS Transaction Fund.

OFFICE OF THE ADMINISTRATOR (DNSC-D)

MISSION:

Is responsible to the Director, DLA, for the effective, efficient, and economical direction and execution of all DNSC assigned missions and functions. Represents management in labor-management relations.

SALES PLANNING AND SPECIAL PROJECTS STAFF (DNSC-DS)

MISSION:

Provides material planning and inventory management services to the Administrator and staff elements on matters involving or affecting the DNSC. Responsible for independent reviews, audits and investigations on behalf of the Administrator. Serves as DNSC focal point for coordinating special studies, reports and other projects with other Federal agencies and Congress.

FUNCTIONS:

1. Plans and coordinates the annual Strategic and Critical Materials Report to Congress as required by the Stock Piling Act.
2. Coordinates the development of the biannual Report to the Congress on National Defense Requirements, as required by the Stock Piling Act.
3. Oversees coordination of Congressional and Office of the Secretary of Defense (OSD) correspondence.
4. Monitors and oversees the technical documentation and analyses that support DNSC activities to ensure the accuracy and consistency of databases.
5. Responsible for inventory program management; prepares, evaluates, and analyzes a range of issues dealing with strategic and critical materials.

6. Conducts independent reviews of programs and operations to determine whether internal control systems are adequate; information is reliable; applicable laws, regulations, and policies are followed; resources are safeguarded and managed economically and efficiently; and desired results are achieved.
7. Manages the DNSC Liaison program including reviewing, replying to and implementing DOD, DCAA, DLA and GAO management and contract audits and investigations. Conducts independent studies of DNSC program actions to implement recommendations and advises Administrator of same.
8. Manages the DNSC Hotline program and serves as the focal point for the DOD and DLA Hotline programs. Conducts investigations into all hotline allegations to determine if there were criminal or regulatory violations.
9. Performs other special studies and projects as directed by the DNSC Administrator.

OFFICE OF COUNSEL (DNSC-G)

MISSION:

Provide legal advice and services to the Administrator and staff elements on matters involving or affecting the Defense National Stockpile Center.

FUNCTIONS:

1. Provides opinions and recommendations concerning the development, analysis, and implementation of DNSC's plans, programs, systems, and operations.
2. Conducts DNSC standards of conduct program.
3. Conducts DNSC fraud program. Examines matters involving potential contract fraud, violations of antitrust laws, or other improper conduct by offerors or contractors. Refers matters warranting investigation to the appropriate investigative agency. Monitors progress of investigation, provides legal support when required. Initiates further actions as warranted. Prepares reports and recommendations for debarment or suspension and referral to the Department of Justice (DoJ).
4. Analyzes impact of proposed and new legislation, regulations, and policies.
5. Drafts proposed legislation, regulations, and policies affecting DNSC programs.
6. Advises the Administrator and staff elements on legal aspects of the establishment and implementation of systems for internal control.
7. Advises on legal aspects of the formulation of contract policy (sales and acquisitions), preparation of solicitations and contracts, and contract administration. Reviews solicitations, amendments, proposed contracts, and contract modifications for legal sufficiency. Advises on and reviews post contract award actions, such as terminations, settlements, payments, and novations. Participates in the negotiations of contracts and in the determination and enforcement of contractual rights and obligations. Advise on the identification and resolution of potential and actual claims. Advises on legal sufficiency of contracting officer decisions under the "Disputes" clause.
8. Reviews allegations of mistakes in bids occurring before and after award on sales and acquisition contracts. Permits withdrawal or provides recommendation on corrective action in

accordance with existing regulations. Acts on requests for extraordinary contractual relief in accordance with existing regulations.

9. Exercises supervisory and professional authority over subordinate personnel and other providers of legal services to DNSC.
10. Represents or obtains representation for DNSC for all administrative and court litigation, including matters before the Armed Services Board of Contract Appeals, the Government Accountability Office, the Merit Systems Protection Board, Federal Labor Relations Authority, Equal Employment Opportunity Commission, and Federal, state or local courts. Gathers evidence, obtains witnesses, develops legal position, prepares pleadings and reports, and provides assistance to DoJ in court litigation.
11. Provides advice and guidance on legal problems related to labor relations, disciplinary matters, equal employment opportunity, grievances, and other personnel issues.
12. Represents DNSC in matters relating to contractor insolvencies and bankruptcies.
13. Serves as legal member of any duly constituted boards, panels, or committees.
14. When designated by the DoJ, acts as co-counsel or Special Assistant United States Attorney.

BUSINESS MANAGEMENT OFFICE (DNSC-B)

MISSION:

Acts as the principal advisor and assistant to the Administrator for the development and implementation of policies, procedures, programs, and guidance for financial matters, command resources, and administrative management.

ADMINISTRATIVE SERVICES DIVISION (DNSC-BA)

MISSION:

Responsible for the implementation of policies, plans, systems, and procedures; organization and position management control; management information; management and program analysis; conduct of operations studies; training, workforce development; administration of DNSC's personnel management and Commercial Activities Program; administrative support; and Quality of Life issues. Responsible for the development, design, control, review and analysis, and maintenance of automated systems in support of the operation of the Stockpile.

FUNCTIONS:

1. Conducts management improvement projects to provide alternatives and information for decision-making by top-level DNSC managers in the areas of policies, programs, processes, resource allocations, cost-benefit comparisons of alternatives, and operational problem solving. Performs independent cost analysis and reviews.
2. Provides expert consulting capability for DNSC in the areas of management analysis, review of management practices and procedures, and recommendation of ways to improve policies and operations in DNSC.

3. Plans and conducts studies of DNSC-wide organizational structure and functions and proposes changes including recommendations concerning the need for staff and other resources. Reviews culminate in fact sheets, option papers, or formal reports with recommendations and implementation plans and is presented to audiences at the highest levels of DNSC and DLA.
4. Develops nationwide policy for DNSC on program staffing, personnel recruitment, and evaluation processes. Formulates policy, makes recommendations, and initiates requests regarding personnel security. Serves as the focal point for all DNSC personnel matters. Evaluates the effectiveness of the DNSC personnel management program nationwide.
5. Develops recommended DNSC policy and procedures applicable to organization, mission, and functional control; staff and mission relationships, responsibilities, and authorities; and exercises staff supervision over implementation of approved procedures.
6. Develops proposals for DNSC recruitment and carries out coordination and oversight of various personnel functions such as awards, disciplinary actions, employee counseling, performance appraisals, time and attendance, suggestion program, standards of conduct, and equal employment opportunity.
7. Oversees the DNSC career development and ensures through an annual plan that all employees have proper access to appropriate formal training. Manages all DNSC training request/approval procedures, agreements, and payments for training employees.
8. Serves as the DNSC liaison with local labor organizations.
9. Conducts studies and establishes DNSC policy for supplies and services, including personal property, copiers, and other administrative equipment.
10. Serves as program manager overseeing the DNSC Internal Management Control program and responses to the Privacy Act and the Freedom of Information Act ensuring compliance with the applicable Act.
11. Issues and controls cash and/or cash equivalent items such as metro fare cards, taxi vouchers, and travelers' checks.
12. Maintains database for International Merchant Purchase Authorization Card (IMPAC) training credit card purchases for Headquarters and Depots.
13. Develops and administers plans, policies, and procedures for implementing a directives management program. Prepares internal directives. Serves as Clearance Officer for review, coordination, and consolidation of all directive clearances for DNSC. Reviews, coordinates, and compiles comments on proposed internal and/or external policy changes. Administer other paperwork management programs such as correspondence, mail, forms, reports, and printing oversight and control.
14. Reviews, implements, and coordinates all activities affecting DNSC delegations of authority. Initiates change to Delegations of Authority documents and manuals.
15. Coordinates the development of regulatory documents relating to or impacting upon the functions of DNSC which provide policies and procedures for implementing laws, Executive Orders, DLA Regulations, General Orders, and DOD directives.
16. Directs DNSC conformance with the Commercial Activities Program, regarding productivity improvement. Provides guidance to both headquarters and field components of DNSC on policy interpretation, technical requirements of studies, and scheduling of Commercial Activities Program studies. Reports on completed Commercial Activity studies and integrates their results into the DNSC budget process. Develops materials to respond to DLA, DOD, and congressional inquiries on specific studies.

17. Directs reviews of systems and procedures and coordinates and oversees the implementation of the Commercial Activities program and Interservice Support Agreement (ISA).
18. Processes request for and oversees program to provide various credentials such as official identification cards, passports, visas, permits, and other licenses or passes.
19. Reviews and controls signature cards of persons authorized to approve various requisitions, authorizations, and obligating documents and ensures that cards agree with DNSC's delegations of authority.
20. Coordinates the DNSC emergency preparedness program and provides assistance to directorates and offices developing emergency preparedness plans and programs and reviews and reports on plans and programs. Coordinates DNSC's participation in Joint Chiefs of Staff/DOD/DLA exercises.
21. Develops procedures for and coordinates DNSC personnel and document security programs; conducts inspections and makes recommendations to ensure integrity of security in all program areas of DNSC.
22. Coordinates the oversight for the DNSC Bid Room including implementation of policies and procedures to ensure control and maintenance of this secure area.
23. Acts as the DNSC liaison with other Information Technology (IT) offices regarding Automated Data Processing (ADP) systems design, operation, maintenance, and reporting.
24. Develops or arranges for the development of programs to support office automation and ADP equipment in DNSC. Develops programs, tests software, and modifies applications.
25. Analyzes and documents automation requirements. Recommends purchases of equipment. Trains users on the office automation systems.
26. Manages, through the webmaster, the DNSC web site and Intranet used to market excess strategic and critical materials in the international market place, maintaining information on current sales offerings, program results, material availability, and key program developments.
27. Ensures implementation of system security policies, plans, and procedures as required by DLA.

FINANCIAL SERVICES DIVISION (DNSC-BF)

MISSION:

Administers the DNSC Planning, Programming, and Budgeting System, including the activity resource consumption plan. Administers the Transaction Fund. Directs the implementation of budget and financial management policies in order to accomplish DNSC mission objectives nationwide. Serves as the focal point for deposit of funds, certification of funds, and recording of financial transactions in the Defense Finance and Accounting Service (DFAS) accounting and finance systems; resolves issues and disseminates information involving DFAS. Administers the DNSC IMPAC program. Administers the official travel program for DNSC. Responsible for the strategic planning, forecasting, and oversight of the DNSC sales program. Responsible for development, design, control, review and analysis, maintenance, and control of the NDS Master Inventory Files. Supports DNSC in the development of statistical reports and data used for determining the status of the Stockpile including the need for disposal, acquisition, and rotation.

FUNCTIONS:

Formulates and executes the DNSC budget and sales plan, providing direction, guidance, and coordination to the DNSC Headquarters and depots.

1. Analyzes DLA budget programming policy and requirements. Reviews programming data for consistency with Administrator's plans and advises Administrator of all significant budget developments, recommending appropriate action.
2. Develops budget, sales, and workload data for release to outside activities. Provides budget data to the DLA Comptroller and other organizations, as necessary.
3. Coordinates and implements policy guidance established by DLA and the DOD Comptroller.
4. Formulates, justifies, and defends DNSC budget submissions. Negotiates funding levels with HQ DLA in coordination with the DOD Comptroller and the Office of Management and Budget.
5. Issues budget calls providing guidance and program coordination for HQ DNSC and depots for operations.
6. Coordinates financial data, sales, and budget forecasts with the DNSC Annual Materials Plan.
7. Administers DNSC's Activity Based Costing initiative and provides financial assistance for implementation of Activity Based Management.
8. Assists in the development and submission of Program Objective Memorandum (POM) data.
9. Manages DNSC budget execution assuring compliance against funding constraints and recommending corrective actions when necessary. Reviews, analyzes, and evaluates obligations against allotments, reprogramming targets when necessary.
10. Develops labor and non-labor budget reports identifying actual and program requirements factoring in both recurring and nonrecurring expenses such as material handling, environmental, and repair and maintenance projects. These reports are both internal and external to DNSC.
11. Conducts financial resource utilization research and studies. Establishes coding mechanisms to assure effective cost data assimilation.
12. Develops and justifies current year requirements for paid equivalents and end strengths.
13. Reviews all personnel actions and major obligation documents assuring budgetary compliance.
14. Provides annual obligation targets. Analyzes and reports on the activity's obligation status and adherence to the DNSC Annual Operating Budget. Reviews accounting reports and develops the Monthly Execution Plan.
15. Ensures adherence to DLA, DFAS, and DOD regulations for the accounting of funds.
16. Serves as focal point for collection and deposit of monies due DNSC from the sale of excess stockpiled commodities.
17. Serves as liaison between DFAS and DNSC for Operations & Maintenance funds administered by DNSC.
18. Serves as focal point for the review and analysis of information forwarded to various DFAS offices.
19. Certifies fund availability for DNSC activities and organizations.

20. Classifies, evaluates, and processes commitment and obligations data into DFAS Defense Working Capital Accounting System (DWAS) or other approved accounting systems.
21. Distributes DFAS Accounting and Finance System Reports, develops, and compiles local financial management reports.
22. Evaluates accounting systems for improvements or enhancements.
23. Reviews DNSC operating procedures of all functional areas to identify unusual or inefficient financial transactions, which affect the control of resources and recommends corrective action.
24. Assures the timeliness and integrity of the DNSC financial/accounting systems by reviewing functional practices which have an impact on financial transactions in order to identify and correct problems or bottlenecks.
25. Analyzes DNSC operating plans and programs to determine financial resources required to accomplish program objectives and for budget development.
26. Responsible for content of various financial instruments used for interagency obligations.
27. Prepares, analyzes, and reconciles financial management reports and supporting documents, and initiates necessary adjustment actions.
28. Provides financial policy and guidance to depot personnel.
29. Evaluates and reconciles depot financial data.
30. Coordinates and implements policy changes established by DLA and the DOD Comptroller.
31. Processes reimbursable orders through the job cost system.
32. Administers official travel program for DNSC employees and ensures proper controls are utilized to make travel a cost-effective part of the DNSC program. Arrange for issuance and control of travel credit cards.
33. Custodian and Administrator of the Strategic Materials Stockpile Transaction (T-Fund).
34. Plans, develops, implements, and maintains the strategic plan for the sales and disposal of commodities in the NDS. Prepares long range sales plans forecasting future commodity sales to meet revenue goals for legislatively mandated programs.
35. Manages the current year sales program ensuring that commodities are sold to meet revenue goals of legislatively mandated programs. Direct the assignment of a sales contract to a specific legislatively mandated sales programs to ensure revenue is generated for transfer to that program during the current fiscal year.
36. Stores all stockpile inventory data. Maintains the NDS Master Inventory File (MIF). Processes all changes to the inventory relating to acquisition, disposal, relocation, repackaging, theft, or any other action that would result in the adjustment of total inventory on hand.
37. Develops reports and data used for determining the need for disposal, acquisition, and rotation of commodities.
38. Prepares multi-year electronic spreadsheets and maintains related budgetary databases. Develops management reports reflecting current inventory quantities and values, goals, legislation, acquisitions and disposals, cash collections, and historical commodity data. Maintains various mailing lists for commodity reports distribution.

DIRECTORATE OF STOCKPILE CONTRACTING (DNSC-C)

MISSION:

Functions as the principal advisor to the Administrator in the development and implementation of policies, procedures and guidance for the execution of sales programs for materials authorized for disposal by Congress; management of acquisition programs related to and in support of organizational objectives; and, administration of congressionally directed grants program. Provides a full spectrum of market research services as well as cradle to grave contracting services to ensure that the organizational objectives are successfully met.

STOCKPILE CONTRACTS DIVISION (DNSC-CC)

MISSION:

Contracts for the sale of strategic and critical materials authorized for sale by Congress and listed in the Annual Materials Plan. Contracts for goods and services relative to facility maintenance, environmental remediation, material handling/testing and routine organizational requirements. Provides management and manpower support to the successful execution of DLA initiatives such as the Small Business Program, Competition Advocate Program and other DOD/DLA socioeconomic programs. Develops and structures sales opportunities to attract and appeal to a broad spectrum of customers both domestically and internationally. Ensures that procurements are awarded to satisfy overall program objectives. Manages the Financial Analysis Risk program providing the Administrator with an independent view of the DNSC mission and support functions.

FUNCTIONS:

1. Commits and binds DNSC on all contractual matters through the actions of its contracting officers. Controls all phases of the preparation, award and administration of both acquisition and sales contracts.
2. Provides staff guidance and oversight in a range of contract activities such as negotiation, cost/price analysis and administration. Serves as principal contracting advisor to the Program Managers.
3. Plans, develops and establishes the contractual strategy for the overall acquisition and sales programs. Establishes pre-negotiation position, determines the appropriate contract type and if applicable prepares all required justifications.
4. Serves as DNSC contracts negotiator. Coordinates with all directorates to ensure that concerns and issues of all pertinent areas are represented during negotiations.
5. Directs full range of contract administration functions for both acquisition and sales contracts to include issuance of any modifications, related negotiations, exercise of contract options, investigation and resolution of contract performance issues, contractor performance appraisal and disposition of any resulting contract claims.

6. Develops and implements policies, procedures and guidance for DNSC contracting activities. Ensures that local contracting policies adhere to and conform to DFARS /FAR provisions, statutes, executive orders and any operational requirements.
7. Ensures that the staff subscribe to a high level of customer relations management. Maintains an effective response time to customers' needs and a high level of efficiency in meeting mission requirements.
8. Conducts periodic reviews of acquisition and sales contracts and modifications. Develops training programs to enhance overall understanding of contractual practices as related to acquisition and sales contracts, contract performance, management information reporting and program accountability.
9. Initiate, where feasible, commercial/industry business practices related to the respective commodities markets to maximize the return for the materials.
10. Administers credit card program for DNSC components. Issues DNSC's standard operating procedures for use of the Government Purchase Card. Ensures coordination for this program with the cognizant finance office. Trains cardholders and billing officials to ensure compliance with One Book DLAD 4105.3. Maintains oversight and semiannual review of cardholders and billing officials' accounts for compliance with existing regulations. Responsible for issuance and cancellation of purchase cards.
11. Administers federal grant programs assigned to DNSC.
12. Establishes the policy and guidelines for DNSC extending payment terms on sales contracts of DNSC excess commodities. Establishes criteria for determining the financial responsibility of all potential and incumbent contractors (acquisition and sales program).
13. Establishes and administers a financial risk assessment program that will protect the integrity and return on the Government's assets.
14. Conducts analyses to determine status of all contracts and any outstanding indebtedness for companies in bankruptcy proceedings. Determines DNSC financial exposure resulting from the filing. Advises the Administrator on how best to protect DNSC's financial interest and whether to seek relief in bankruptcy court.
15. Analyzes a company's financial position based on financial statements; evaluate past performance with DNSC (if applicable); review commercial credit reports; validate business references with suppliers, financial institutions, etc., and, monitor overall financial risks associated with the company predicted on market adjustments and business fluctuations.

COMMODITIES MARKETING DIVISION (DNSC-CM)

MISSION:

Conducts market research and provides marketing advice to the Administrator and pertinent staff elements with regard to the sale of strategic and critical materials. Ensures that our sales do not unduly disrupt the usual markets of producers, processors and consumers. Assesses markets and identifies customer needs to determine the optimum timing for a sale. Recommends the quality, type and quantity of material to be offered for sale, based on market surveys. Assists in developing the overall sales strategies for the materials. Develops a solid understanding of how these materials are sold commercially in order to set the appropriate sales values for the materials.

FUNCTIONS:

1. Drafts and produces briefings/presentations for the organization.
2. Assembles and analyzes all available pricing data on the commodities sold by DNSC. This includes data published by the London Metal Exchange (LME); Metal Bulletin, Metal Pages, Ryans Notes, trade journals and business press. Conducts regular interviews with traders, journalists, customers, processors and producers regarding unpublished prices for use in calculating pricing objectives for the materials especially where exceptions are proposed to established contract terms/provisions such as payment terms and extended removal period.
3. Conducts market research and prepares economic studies to support DNSC policy and operational decisions. These studies address such matters as comparisons for form and grade of stockpile materials with equivalent commercial products, the expected market impact of DNSC commodity sales and similar analyses.
4. Serves as liaison with desk officers at the U.S. Geological Survey, Department of Commerce and the Department of State.
5. Uses technical analysis, operations research, artificial intelligence software and internally developed programs to forecast price trends, market shifts and predict the possibility of substitutions for materials.
6. Makes marketing calls to and meets with industry representatives, attends industry conventions, visits producers' facilities, traders' offices and consumers' factories. Responds to inquiries from the media and other commercial entities regarding sales programs.
7. Issues press releases, prepares and places advertisements for stockpile commodities in the appropriate media. Produces and publishes a morning paper containing articles related to commodities markets and identifies current pricing trends.
8. Develops and maintains short and long range plans for DNSC acquisition, disposal, rotation, upgrading and barter to constitute the Annual Materials Plan (the Stockpile Business Plan).
9. Participates in Market Impact Committee meetings and monitors the activities of the MIC.
10. Researches and provides input to complaints/issues from other federal agencies and industry representatives as identified by the MIC.
11. Serves as focal point for DNSC with commodity organizations.

DIRECTORATE OF MATERIAL MANAGEMENT (DNSC-M)

MISSION:

Functions as the principal advisor to the Administrator, DNSC in the development and administration of all aspects of the NDS materials management and environment and safety and health programs. Includes responsibility for receipt, storage, maintenance, packaging, shipping, disposal procedures, and related programs and processes. Provides and manages all NDS storage and assigned DNSC facilities and personnel within the United States. Responsible for all programs concerning environment and occupational health and safety for NDS commodities and facilities. Prepares budgetary requirements to accomplish assigned missions and functions. Determines staffing requirements and oversees recruitment and hiring of required personnel. Accomplishes personnel management functions for assigned staffs. Develops and administers

command facility and equipment acquisition, management, maintenance, and disposal procedures, programs, and processes. Responsible for liaison with local communities on NDS issues.

ENVIRONMENTAL MANAGEMENT, SAFETY AND OCCUPATIONAL HEALTH DIVISION (DNSC-ME)

MISSION:

Responsible for the development, administration and implementation of policies and procedures for the DNSC environmental management and occupational health and safety programs.

FUNCTIONS:

1. Develops, establishes, and administers nationwide environmental management and safety and health programs to provide safe and healthful conditions at all DNSC sites. Ensures compliance with DOD, DLA, DNSC and other applicable Federal standards for handling, storing, and shipping hazardous and/or radioactive materials in the NDS Program.
2. Develops, establishes, and administers the DNSC Occupational Radiation Protection Program which coordinates with the Nuclear Regulatory Commission to ensure compliance with Nuclear Regulatory Commission requirements; to minimize potential exposure to radioactive materials and to prevent hazard to personnel or the environment.
3. Provides consulting services on environmental and safety and health programs to all organizational elements of DNSC and other DLA programs as may be required. Provides, training to depot personnel concerning environmental policy and standards, fire and accident prevention, radiological safety, and emergency response activities.
4. Performs environmental audits and safety and health inspections and prepares reports to ensure compliance with Federal, state, and national standards.
5. Performs environmental studies and prepares Environmental Impact Assessments and statements for all major procurement, storage, and program management actions under DLAR 1000.22, Environmental Consideration in DLA Actions in the United States and other applicable environmental regulations.
6. Responsible for the development of environmentally and occupationally safe procedures for projects involving repackaging, transportation, or disposal of toxic and hazardous and/or radioactive materials.
7. Ensures that DNSC facilities meet all environmental and safety and health standards required for the safe transportation and long-term storage of potentially toxic and hazardous materials.
8. Administers the DNSC nationwide medical surveillance program to track and monitor the potential exposure and impact of hazardous and toxic materials. Develops and implements evaluation procedures for annual physicals and applicant screening. Establishes requirements and procedures for the proper use of protective clothing and equipment.

OPERATIONS AND LOGISTICS DIVISION (DNSC-MO)

MISSION:

Accomplishes physical management and handling of NDS materials including receipt, packing, storage, maintenance, shipping, and disposal. Provides custodial oversight of assigned facilities and equipment. Acts as liaison between DNSC and the local community for NDS operations and materials issues. Operates in accordance with the policies and regulations implemented to support the DNSC Health, Safety, and Environmental programs and processes at assigned facilities.

FUNCTIONS:

1. Develops and implements DNSC policy and guidance regarding the receipt, storage, packaging, handling, relocation, and disposal of NDS materials.
2. Develops, implements, oversees, and/or manages depot facilities, personnel support programs, and processes. Includes processes and programs for facility maintenance, repair and construction, environmental compliance, radiological surveillance, and personnel health and safety.
3. Implements programs to ensure the readiness of strategic and critical materials required for national defense.
4. Administers and/or accomplishes all personnel management functions for assigned staff.
5. Ensures conformance with requirements for commodity labeling, packaging, security, and transportation.
6. Implements storage, handling, and packaging requirements for NDS commodities based on command guidance. Handles and ships sensitive commodities.
7. Develops and implements local storage patterns to provide ready access to commodities to meet emergency mobilization requirements.
8. Furnishes technical advice and assistance to other directorates, DLA, other Government agencies, and private industry officials on commodity storage and handling methods and dispersal patterns.
9. Develops and implements strategies in accordance with published policy to ensure the integrity of NDS materials in storage to safeguard against loss due to degradation and/or theft of commodities.
10. Administers release of materials from the NDS.
11. Monitors, inspects, and certifies acceptance of contract support services and supplies required for handling, weighing, repackaging, maintaining, and storing stockpile materials.
12. Manages storage space utilization at assigned facilities. Evaluates feasibility for improving overall storage by re-warehousing or consolidation.
13. Executes commodity shipment orders.